ECONOMIC DEVELOPMENT COMMISSION
MEETING MINUTES
4-6-2016

PRESENT
Dr. Mary Bolt (Cecil College), Walter Buck (Citizen), Linda Burris (Delmarva Power), Denise Davis (CCPL), JoAnn Dawson (Fairwinds), Danny DeMarinis (URP), Bruce England (SWN), Norman Gaither (NorArk Executive Group), Paula Gilley (Citizen), Woody Jackson (Citizen), Sandy Maruchi-Turner (Tourism), Grove Miller (Citizen), Susan O’Neill (Economic Development Manager), Robert Palsgrove (WSFS), Michael Ratchford (W.L. Gore & Associates), Joanne Richart-Young (Ag Coordinator), Dr. Carl Roberts (Chamber Government Relations), Rupert Rossetti (Citizen), Dan Schneckenburger (County Council), Mike Travers (Cecil Dance Center), Lisa Webb (Director of Economic Development), Jason Zang (Economic Development)

ABSENT
D’Ette Devine (CCPS), Scott Holland (i-Lighting), Lauren Johnsky (APG), Michael Lara (Orbital ATK), Doris Mason (USRC), Jeanne Minner (Town of Elkton)

GUESTS
Joe DiNunzio (Artesian Water), Tammy Edwards (Dept. of Commerce), Scott Flanigan (DPW), Vince Fiorelli (Chesapeake Utilities), Jim Ford (SBDC), Kathy Kunda (Elkton Alliance/Boys & Girls Club), Toni Lozzi (BDC), Alan McCarthy (County Council), Stephanie Palko (Cecil Guardian), Jen Parsons (Best Vacations), Sharon Pelham (APGFCU), Mike Pugh (BDC), Jack Schammel (Leading Logic), Alan Sexton (SWN), Mie Mie Strickler (Asian Pacific American Commissioner), David Strouss (McCrone), Dr. Rich Szumel (Union Hospital), Donna Tapley (BDC)

Call to Order & Welcome
• Mike Ratchford called the meeting to order at 8:02 a.m.
• Minutes from EDC Meeting on March 2, 2016 were not available for approval but will be sent out to Members as soon as possible

Chairman’s Report – Mike Ratchford
• In final throws of Maryland General Assembly reached State budget for coming year, looks like a bit of cushion left over
• Number of issues from a business standpoint
  • Mandated Sick Leave – Employer-Employee relationship more impactful on small business than large businesses with policies in place
  • Conflict between Administration and Legislature – partisan in nature – not much we can do about it
• Kicked off process for County Budget for FY17
  • County Executive presented last Friday
• In December 2015, Subcommittee Members and OED Director met with County Executive and Director of Administration and presented our budget priorities:
  ▪ Marketing Initiative – to include Marketing Specialist position, either full-time or contractual
  ▪ New Home for Tourism
• Hire Part-Time Contractual Video Lottery Terminal Manager (this position is actually funded through grant monies through the State. Must apply and be awarded contract and then hire person)
• Continue Pursuing Incubator Innovation Center
  • Understand County Executive’s proposal will have funding for Tourism Office and Branding Office
• Department Budget Hearings will be held on Tuesday, April 19th at Elkton Town Hall and begin at 1:30 p.m. OED is close to the end on schedule; do not anticipate speaking until 3:00 or 3:30. If you are a subcommittee chair, anticipate you will plan to be there.
• Primary Election is April 26th; Cecil County Chamber hosted Candidates Forum last Tuesday.
  • Good opportunity for candidates to express themselves
  • Impressed with how earnest and sincere candidates appeared; seem to care about community
  • Spoke of need to create jobs in Economic Development in County
  • Spoke of Need for County to market itself, to become better known, become more aggressive in attracting business
  • All EDC Members should have received a notice of County Ethics – due April 30th. Please complete and return to County Human Resources.

An update on Bainbridge Development Corporation was presented by Donna Tapley, Executive Director, and Mike Pugh, Chairman.

The following main topics were discussed:
• Navy Update
• Political Support
• Development and Prospects
• Tome School
• Property Update
• Community Events
• Priority Tasks
• How Can the EDC Help?

At this point Mike Pugh opened the floor for a Question & Answer session. At the conclusion, Dr. Carl Roberts (a BDC Board Member) stated that Mike Pugh does have a plan to move Bainbridge forward and that the BDC is in the best position to move forward and grow. The major difference he see today versus five years ago is that every State Department Office, as well as local and County, and the Town of Port Deposit are working together to figure how we get Bainbridge on line.

A copy of the presentation handout is attached.

Director’s Report – Lisa Webb
• AMP MD Manufacturing Symposium
• Best Vacation Ribbon Cutting
• Testified on several legislative bills
• Economic Day in Annapolis
• APG Garrison & Community Partners Meeting
• Prospect, Developer & Infrastructure Meetings
• NMTC Strategic Planning
• CDBG Update meeting
• WIB / SWN Meeting
• APG ECBC Tour
• NEMD URP Meeting
• CLI Presentation
• Several State Partner Meetings
• FY17 Budget Released
• Attended IEDC Federal Forum

**Economic Development Manager – Susan O’Neill**

• Attended Cecil County Chamber breakfast featuring Cecil County Sheriff Adams
• Attended Business Engagement meeting
• Met with CBRP
• Conducted the Small Business workshop on March 10th with CBRP
• Met with Technology Committee chair regarding Incubator Feasibility Study
• Attended Cecil County Chamber Board meeting
• Attended RAMP MD Bio-Medical Symposium at School of Technology
• Attended MD General Assembly House Ways & Means Committee hearing for H.B. 761 to increase the VLT proceeds for Hollywood Casino’s
• Met with Cindy Stone from MD DHCD to discuss allowed uses for the CDBG funds
• Began planning for Business Appreciation Week - May 23rd
• Participated in Prospect Report meeting
• Began review of VLT Fund Manager - RFP
• Met with retail freight-liner prospect and provided incentive information

**Agriculture Coordinator – Joanne Richart-Young**

• Continue working with Rural Maryland Council Legislative Committee
• Working with Cecil County Farm Bureau on oversight of legislation affecting local growers/producers
• Assisting Cecil Chamber Government Relations Committee with legislation review
• Held planning meeting for Cecil County’s Farmers’ Market 2016 Season
• Provide follow up with agriculture prospect
• Held meeting with FFA leaders and School of Technology principal and teachers
• Finalized assistance with Farm Bureau Annual Banquet/Auction
• Coordinated meeting between Chateau Bu-De and Cecil County School of Technology
• Held planning meeting with local growers/producers for MDA/SHA Ag Sign Program
• Coordinated planning meeting to nominate Mount Harmon for a Maryland Preservation Award
• Coordinated National Ag Day Proclamation with Junior Miss Farm Bureau and presentation of Cecil County ag products at County Council Legislative Session
• Assisted with coordination and public relations of annual Operation Daffodil in Earleville
• Visit Sinking Springs Herb Farm and Holly Hill Farm
• Coordinated/attended meeting of USDA rep and Painted Sky Alpaca Farm for expansion opportunities
- Attended Farm Bureau Annual Banquet, Ruritan's Dinner, Maryland Annual Farmers Market Conference - Annapolis, BEPAC meeting / tour at School of Technology, Upper Shore Regional Council meeting at Chesapeake College and Chamber breakfast meeting with Sheriff Scott Adams

Tourism Coordinator – Sandy Maruchi-Turner
- Set up and staffed booth at bridal show - Middletown DE
- Partnered on a bridal show booth in Ocean City
- Met with Harford and LSHG about marketing grant planning
- Implementing spring marketing campaign
- Continued to visit buildings for tourism office/visitor center
- Continued work on Strategic Plan
- Planning for Tourism Month
- Planning for annual Partner Appreciation event
- Operated the Cecil County booth at PA Bus Association Show
- Had a booth at MD MotorCoach Marketplace conference

Economic Development Coordinator - Jason Zang
- Large manufacturing prospect
  1. Supplied response to RFI
  2. Held initial meeting to discuss requirements
  3. Qualified for prospect's "short list"
  4. Provided additional follow-up in a project profile packet
  5. Hosted "community meeting" with prospect and County representatives
- Met with retail freight-liner prospect and provided incentive information
- Participated in monthly meeting to discuss and plan for all active prospects
- Attended RAMP MD Bio-Medical Symposium at School of Technology and North East Chamber of Commerce luncheon
- Secured advertising space in industry publications
- Began work on Office of Economic Development Newsletter for April

A copy of an initial grayscale document is being made available at today’s meeting. This is a first attempt at a new flyer to give to businesses describing the services available through The Office of Economic Development. Our apologies this was not run in color. We would appreciate any feedback Members may have. Please call Jason or Terri at 410-996-6292 with your comments.

Subcommittee Reports:

Education/Workforce – Lisa Webb for Denise Davis
- Continuing work on collaboration project
- STEM Program – Public Libraries asked to be partners – looking for ways to work together on a State level
- Working on Labor Shed Analysis which will contain updated labor information – most requested document from prospects
Technology – Norman Gaither
- Establishing Board of Directors for Incubator Program, looking at regional approach
- Need funding for at least Director’s position
- Hoping to define public and private partners since not getting funding
- Defining specifications for location, facilities, etc.

Land Use – Rupert Rossetti
- Nothing to report

Finance – Bob Palsgrove
- Working on RFP for Video Lottery Terminal Manager Funds

Communications – Jason Zang
- Met with person from College regarding new logo design. Still working on something to bring Economic Development, Agriculture, and Tourism together for a marketing opportunity.

Council Report - Dan Schneckenburger
- Started budget deliberations; have to pass budget by June 15th
- Following legislation at State level

2016 Important Upcoming Events

April 2nd  Elkton Farmers Market Open
April 21st  Shark Tank Susquehanna - 6:00 p.m.
           Harford Community College

May        Tourism Month
May 6th    Cecil County Farmers Market Open - North East  2-6pm
           Perryville Farmers Market Open - Perryville  3-7pm
May 2nd - 3rd  MEDA Conference
May 16th - 20th  APG Military Appreciation Week
May 23rd - 27th  Cecil County Business Appreciation Week

Summary
The report will be made available via OED website.
Our next EDC meeting will be on May 4, 2016 at 8:00 a.m. at Cecil College.

Adjournment
Meeting was adjourned at 9:18 a.m.

Respectfully Submitted,

Terri Springel
Administrative Assistant